

Spec. Code: 0784
Occ. Area: 04
Work Area: 041
Prom. Line: None
Prob. Period: 6 mo.
Effective Date: 04/29/88

OPERATIONS CLERK

Function of Job

Under general supervision from a designated supervisor, to be responsible for computing operating records and reports.

Characteristic Duties and Responsibilities

1. checks time cards and materials tickets
2. reads meters
3. figures daily power plant report
4. checks expenditures reports
5. itemizes job orders
6. computes daily, monthly, and yearly operating expenditures
7. makes charts
8. does filing
9. computes labor, material, and overhead costs
10. operates business machine as required
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. aptitude for figures